



DEPARTMENT OF THE ARMY
HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL
2700 INDIANA AVENUE
FORT CAMPBELL KY 42223-5656

AFZB-CG

JUL 11 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 4 - Fort Campbell Policy on Sexual Harassment/Assault Response and Prevention (SHARP)

1. References:

a. HQDA EXORD 221-12, Sexual Harassment/Assault Response and Prevention (SHARP) Program Synchronization Order, 23 June 2012.

b. Department of Defense Directive (DODD) 6495.01, Sexual Assault Prevention and Response (SAPR) Program, 23 January 2012, Incorporating Change 1, 30 April 2013.

c. Department of Defense Instruction (DODI) 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures, 28 March 2013, Incorporating Change 1, Effective 12 February 2014.

d. ALARACT 123/2011, Mandatory Unit Sexual Harassment/Assault Response and Prevention (SHARP) Training, 4 April 2011.

e. ALARACT 007/2012, SHARP Program Implementation Guidance, 12 January 2012.

f. ALARACT 344/2013, Army Installation and Below Website Information for Sexual Assault Related Phone Numbers to Reach a SHARP Sexual Assault Response Coordinator (SHARP/SARC) or Victim Advocate (SHARP/VA), 31 December 2013.

g. Army Regulation 600-20, Army Command Policy, 18 March 2008/RAR 20 September 2012.

h. Army Regulation 27-10, Military Justice, 3 October 2011.

2. Leaders and Soldiers will support the Army I.A.M. Strong campaign which combats sexual assaults by engaging all Soldiers in preventing sexual assaults before they occur. Prevention of sexual harassment/assault may be achieved through immediate intervention of any act that is perceived to be sexual in nature and unprofessional. Bystanders should speak up to stop sexual harassment at an early stage before potential sexual assault develops.

AFZB-CG

SUBJECT: Policy Letter 4-Fort Campbell Policy on Sexual Harassment/Assault Response and Prevention (SHARP)

3. The Department of the Army restructured and integrated the Prevention of Sexual Harassment (POSH) and the Sexual Assault Prevention and Response (SAPR) programs to form the SHARP program. This integration, in which SHARP assumes the Military POSH mission from Equal Opportunity, includes communication, prevention, policy and training.

4. The goals of the SHARP program are to reduce sexual assaults and harassment by creating a climate that respects the dignity of every member of the Army family; reduces the stigma of reporting; increases prevention, investigation, and prosecution capability; increases training and resources; and refines and sustains response capability.

5. Commanders at all levels will publish and post written command policy statements on sexual harassment and assault response and prevention, reporting procedures, and the following points of contact: DoD SAFE helpline website and phone number (www.safehelpline.org and (877) 995-5247); the Fort Campbell 24/7 SHARP Hotline ((270) 498-4319); and the SHARP website (www.sexualassault.army.mil).

6. Responsibilities:

a. Brigade Commanders appoint, in writing, one full time Sexual Assault Response Coordinator (SARC) (SFC, MAJ/CW3, GS-11 or higher) and one full time Victim Advocate (VA) (SSG, 1LT/CW2, or GS-9 or higher). SARCs and VAs must be trained and credentialed prior to serving in the position and complete refresher training.

b. Brigade Commanders appoint, in writing, two collateral (additional) duty Unit Victim Advocates (UVA) for the Company and Battalion levels. These individuals must be trained prior to assuming the position and credentialed prior to working with a victim.

c. Every member of command who becomes aware of sexual assault, or possessing probable knowledge of such an act, should report these allegations immediately (within 24 hours) to appropriate authorities.

7. SHARP training:

a. SHARP training will focus on prevention, education, trends, risk-factor awareness, reporting options and procedures, correlation between sexual assaults and alcohol use, and victim support. The most up to date training materials will be published on the Army Training Network (ATN) website (<https://atn.army.mil>).

b. The 101st Airborne Division (Air Assault) and Fort Campbell SHARP office will provide individual training on prevention of sexual harassment and prevention of sexual assault at the Kalsu Replacement Company. Additionally, this training will be

AFZB-CG

SUBJECT: Policy Letter 4-Fort Campbell Policy on Sexual Harassment/Assault Response and Prevention (SHARP)

incorporated into the Pre-Command Course, Commander and First Sergeant Course, and the SHARP training course.

c. Unit and Organizational leaders will consult with their SARC to ensure training time each training calendar year on the prevention of sexual harassment and assault, behaviors constituting sexual harassment and assault, consequences of committing sexual harassment and assault, and actions a victim may take after harassment or an assault. This training will be documented in the Digital Training Management System (DTMS).

d. Company and higher-level commanders and First Sergeants will receive SHARP desk-side briefing and training within 45 days of assuming their respective leadership roles.

e. Senior Leader training is conducted for all commanders and senior leaders annually.

8. Sexual Harassment

a. Sexual Harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates and intimidating, hostile, or offensive working environment.

b. Any person in a supervisory or command position who condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

c. There are two types of Sexual Harassment complaints: Formal and Informal.

AFZB-CG

SUBJECT: Policy Letter 4-Fort Campbell Policy on Sexual Harassment/Assault Response and Prevention (SHARP)

(1) An informal complaint is any complaint the individual does not wish to file in writing. When resolving an informal complaint, the complaint will be taken seriously and handled with sensitivity. Also, informal complaints can be resolved without the knowledge of the commander. There are no timelines for an informal complaint; however it must be handled as quickly and fairly as possible.

(2) A formal complaint is one that is filed in writing and swears to the accuracy of the information. Formal Sexual Harassment Complaints require specific actions, are subject to timelines, and require documentation of the actions taken. A formal complaint will be filed using DA Form 7279 (Equal Opportunity Complaint Form). Individuals have 60 days to file a formal Sexual Harassment Complaint from the time the incident occurred.

(3) The POC for both types of complaints will be the complainant's UVA or SARC.

9. Sexual Assault

a. Sexual Assault is a crime under the UCMJ, federal, and state law. Sexual assault is intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. There is no consent where the person is sleeping or incapacitated, such as due to age, alcohol or drugs, or mental incapacity.

b. Sexual assault is a crime that cannot and will not be tolerated—not in our Division and not in the United States Army. Sexual assault has a devastating and often long lasting impact on the victim. Moreover, sexual assault tears at the moral fiber of our units, degrading our readiness. Sexual assault is an affront to our system of Army Values and it grievously harms morale. Sexual Assault has no place on Fort Campbell or in our homes. I am fully committed to providing an environment free of sexual assault for all Soldiers, Civilians and Family members of this installation. I charge all commanders, directors, leaders and supervisors with vigorously implementing all aspects of this policy.

c. There are two reporting options available for victims of Sexual Assault: Restricted and Unrestricted.

(1) Restricted reporting allows a victim to receive medical, counseling, legal, and advocacy support services without triggering an investigation into the assault. To exercise this option, the victim may report the sexual assault only to a SARC, UVA, or Health Care Provider. In the course of otherwise privileged communications with a chaplain or legal assistance attorney, a victim may indicate that he or she wishes to file

AFZB-CG

SUBJECT: Policy Letter 4-Fort Campbell Policy on Sexual Harassment/Assault Response and Prevention (SHARP)

a Restricted Report. If this occurs, a chaplain or legal assistance attorney shall facilitate contact with a SARC or SAPR VA. Once reported to any other individuals, the option of restricted reporting may become unavailable. A victim may, at any time, change the report from Restricted to Unrestricted.

(2) Unrestricted reporting allows a victim of sexual assault the same services as restricted reporting, but will also trigger command notification and an investigation into the sexual assault. An unrestricted report can be made to the same personnel as a restricted report and may also include the Commander, Military Police (MP), and Criminal Investigation Command (CID). Details regarding the incident will be limited to those personnel who have a legitimate need to know the information, as well as those agencies which the UCMJ, policies, or applicable laws dictate be notified of such a charge.

(3) Victims electing either reporting option will be assigned a SHARP UVA by the SARC upon their request. The UVA will be responsible for helping the victim navigate the care system and keeping the victim updated on all case matters.

(4) Victim rights are outlined in AR 27-10. Victims will be treated with dignity and respect. Soldiers, Family members, and Civilians are encouraged to report sexual assault immediately. Commanders, in conjunction with their servicing judge advocate, servicing SARC, CID, and Social Service programs, will implement a plan to protect the complainant, any named witnesses, and the alleged perpetrator from acts of reprisal.

10. Leaders at all levels must take swift and decisive action in preventing, identifying, reporting, and eliminating all incidents of sexual harassment and sexual assault. The commander will also ensure that any victim is treated with dignity, fairness, and respect. All leaders will put forth their utmost effort to ensure that these reprehensible acts do not plague our community.

11. The point of contact for this policy is the Division SHARP Program office at (270) 798-0484 or 798-0492.



GARY J. VOLESKY
Major General, USA
Commanding

DISTRIBUTION: A